

# Instructions for Form IT-15

## Employer's Deposit of City Income Tax Withheld

Use Form IT-15 for reporting and remitting municipal tax withheld from your employees' wages. Using our official forms (including any preprinted forms) will speed the processing of your payments, and will help prevent common errors that can result in audit notices. If necessary, cross out any errors on the preprinted forms and print the correct information.

The Columbus Income Tax Division administers the municipal income tax for the cities and villages listed on Form IT-15. Employers have a legal duty to withhold and remit city tax to the municipalities in which their employees work. Employees may also have a liability to the municipality in which they reside if: 1) the city where the employee lives does not allow its residents to claim full credit for taxes paid to the cities where the employee works; or 2) the city where the employee lives has a higher tax rate than the city where the employee works. Employers required to remit withheld municipal taxes semimonthly or monthly should use Form IT-15. All employers, whether required to use Form IT-15 or not, must still file Form IT-11 (Employer's Quarterly Return of City Tax Withheld) each quarter.

### When to File

As the employer, it is your responsibility to ensure that our office receives your withholding tax forms and payments on time. It is also your responsibility to make sure that your withholding tax forms contain the information necessary for accurate processing. The use of a tax preparer or payroll service to prepare your city tax returns and payments does not relieve you of these responsibilities.

- (a) Semimonthly: 1) If the total taxes deducted in the prior calendar year were \$12,000 or more, or 2) if the amount of taxes for any month in the preceding quarter exceeded \$1,000. Payments must be made to the City within five (5) banking days after the fifteenth and the last day of each month.

- (b) Monthly: 1) If the total taxes deducted in the prior calendar year were less than \$12,000 but more than \$3,599; or 2) if the amount of taxes for any month in the preceding quarter exceeded \$300. Payments must be made to the City within fifteen (15) days after the close of each calendar month. However, the taxes withheld for the third month of each quarter need not be remitted to the City until the last day of the month following the close of the quarter using Form IT-11.

- (c) Quarterly: All employers not required to remit the tax withheld semimonthly or monthly shall make quarterly payment no later than the last day of the month following the end of each quarter using Form IT-11.

Failure to remit withheld city payroll tax according to the above schedule may result in the assessment of penalties (up to 50% of the tax remitted late) and interest.

### Where to File

Send payments along with Form IT-15 to:

Columbus City Treasurer  
Employer Withholding Tax  
PO Box 182489  
Columbus, OH 43218-2489

Correspondence should be addressed to:

ATTN: Withholding Section  
Columbus Income Tax Division  
50 W Gay St, 4th Floor  
Columbus, OH 43215-9037

IF YOU HAVE QUESTIONS REGARDING THIS FORM,  
PLEASE CALL (614) 645-8368.

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